DOCUMENT RESUME

ED 247 997 JC 840 511

AUTHOR	Andrews, Hans A.; Allen, John P.
TITLE	Qualifications Handbook for Fulltime Faculty and Academic Support Personnel. Edition II.
INSTITUTION	Illinois Valley Community Coll., Oglesby.
PUB DATE	Sep 83
NOTE	59p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	*College Faculty; Community Colleges; *Counselor Qualifications; Departments; Employment Qualifications; *Full Time Faculty; Librarians; Teacher Aides; *Teacher Qualifications; Transfer Programs; Two Year Colleges; Vocational Education Teachers

ABSTRACT

This handbook presents the minimum qualifications required for full-time faculty and academic support personnel at Illinois Valley Community College (IVCC). Section A presents Board of Trustee policies regarding: hiring professional staff, full-time faculty, and full-time academic support personnel; establishing competencies for faculty and support personnel; not rehiring non-tenured, full-time faculty and instructional support personnel; and reducing the number of full-time faculty and support personnel. After section B defines key terms and provides a guide to terminology, section C discusses ways in which minimum qualifications are established. Sections D through H present the minimum qualifications to teach various subject areas in the Humanities and Fine Arts Division; the Business Division; the Engineering, Math, and Physical Science Division; the Division of Life Sciences; and the Division of Social Science and Public Service. These sections: provide general information on the transfer and occupational courses in each division, indicate whether successful teaching or work experience is a prerequisite, and specify qualifications for subject areas and courses. Section I outlines the minimum qualifications for counselors, assistants to instruction, and librarians; and, finally, section J details the qualifications to teach occupational subjects at the Sheridan Correctional Center. (HB)

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QUALIFICATIONS HANDBOOK FOR FULLTIME FACULTY AND ACADEMIC SUPPORT PERSONNEL EDITION II

at

ILLINOIS VALLEY COMMUNITY COLLEGE
Rural Route One
Oglesby, IL 61348

Prepared by:
Dr. Hans A. Andrews
Dr. John P. Allen
Dean of Instruction's Office
with input from Faculty, Academic Support Personnel, Division Chairpersons, and Other Administrative Supervisors

JC 840 511

Updated, September, 1983
Second Edition

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THE MINIMUM QUALIFICATIONS HANDBOOK

AT I.V.C.C.

. . . . . A "LIVING" DOCUMENT

September, 1983

Illinois Valley Community College, complying with the Community Colleges - Faculty Tenure Law (Senate Bill 147) which went into effect on January 1, 1980, has developed a "Minimum Qualifications Handbook" to clarify its minimum requirements for full-time faculty and academic support positions at the college.

The college administration, with a great deal of input from the full-time faculty, have worked hard to define qualifications as they apply to the various disciplines, subjects, and academic support areas of the college.

The college's Board of Trustees recognizes its legal responsibilities in the areas of hiring, granting of continuing employment, granting of tenure appointments, and the releasing of personnel under clauses and reasons outlined in the Senate Bill 147. In February of 1981 the Board of Trustees adopted the policies in section "A" of this handbook. These policies were shared with faculty and administrators in all divisions of the college for a 60-day period prior to their adoption by the Board of Trustees.

The college recognizes the need to annually update and change this handbook as new courses, course changes, or program changes are presented.

This is the second edition of the handbook and reflects all changes in curriculum since February, 1982.

Hans A. Andrews
Dean of Instruction

SECTION A

BOARD OF TRUSTEES POLICIES

(Adopted February 18, 1981)

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POLICY - HIRING OF PROFESSIONAL STAFF

The Board of Trustees will hire a professional staff, educated and prepared in accordance with generally accepted standards and practices for teaching, supervision and administration in the discipline and subject fields to which they are assigned. These included collegiate study and/or professional experience. As a general rule, graduate work to the Master's Degree or beyond in the subjects or fields taught is expected except in such subjects and fields in which college programs are not normally available or in which the work experience and related training is the principal teaching medium.

Full-time administrative, faculty, and instructional support positions will be recommended by the President and approved by the Board of Trustees.

Full-time college personnel necessary to fulfill the mission of the college shall be analyzed by college administrators in various divisions of the college. Recommendations are to be made to the President of the college.

Adopted: February 18, 1981

POLICY - HIRING OF FACULTY: FULL-TIME

Full-time faculty members will be recommended for hire by the college President to the Board of Trustees. Recommendation for full-time faculty will be made by the Dean of Instruction to the President. The need for full-time faculty will be determined by the Dean of Instruction in consultation with the Division Chairpersons and the Associate Dean of Instruction and Career Education.

The following positions are considered by the Board of Trustees as full-time faculty positions at Illinois Valley Community College:

A. IVCC identifies full-time teaching personnel as normally teaching a thirty-hour (30) load* between the two semesters in an academic year. Full-time teaching positions at IVCC are located in the five divisions of: (1) Business, (2) Humanities and Fine Arts, (3) Life Sciences, (4) Social Science and Public Services, and (5) Engineering, Mathematics, and Physical Sciences.

B. Full-time teaching personnel may be assigned to the campus, Sheridan Correctional Center, off-campus teaching sites, or a combination of the above.

C. Full-time teaching personnel may occasionally be employed through the Office of Community Services on special grant programs to serve a special clientele in a special program.

Therefore, faculty positions are to be evaluated for tenure by the procedures outlined in the current faculty handbook.

*Sheridan teaching personnel loads differ due to length of year, correctional institutional policies, and the special needs of the residents.

Adopted: February 18, 1981

POLICY - HIRING OF ACADEMIC SUPPORT PERSONNEL: FULL-TIME

Full-time academic support personnel will be recommended for hire by the college President to the Board of Trustees. The Dean of Instruction or Dean of Student Development will make appropriate recommendations to the President.

The need for full-time academic support personnel will be determined by the Dean of Instruction or the Dean of Student Development in consultation with the Division Chairpersons, Director of Learning Resources, Associate Dean of Instruction and Career Education, and/or other appropriate college administrators.

The following positions are considered by the Board of Trustees as full-time instructional support positions of the college:

A. Full-time academic support personnel at IVCC are identified as following:

1. Counselors - Counseling (personal, social, and vocational), academic advising, interest testing and other services for helping individuals develop to the limits of their capacities.

2. Assistants to Instruction - These are normally full-time personnel in laboratory classes who lend direct support to students learning and support to faculty in preparing supplies, equipment, furniture, etc. The college has defined these positions as needing a Bachelor's Degree in the related subject area and these persons are limited to the Master's Degree pay scale in these positions.

3. Librarians - Full-time library personnel provide necessary back-up support for teaching personnel by (1) procuring supplementary materials for instructional programs; (2) instructing faculty and students (classes and individuals) on proper use of the library facility; and (3) providing supplementary research materials for faculty members for use in the classroom.

B. Full-time academic support personnel may be assigned to the campus, Sheridan Correctional Center, off-campus teaching sites, or a combination of the above.

C. Full-time academic support personnel may occasionally be employed through the Office of Community Services on special grant programs to serve a special clientele in a special program.

The above academic support personnel are to be evaluated for tenure by procedures similar to those outlined for teaching faculty in the current faculty handbook. The Board recognizes the need to modify such procedures for non-teaching positions.

Adopted: February 18, 1981

POLICY - ESTABLISHING COMPETENCIES OF FULL-TIME FACULTY AND INSTRUCTIONAL SUPPORT PERSONNEL

The administration will establish and maintain a listing of competencies for each full-time faculty and instructional support personnel.

Faculty and instructional support personnel with competencies in areas of the college other than the position they are working in may have such competencies considered during such time as it has been determined by the Board of Trustees that the college, a division, or a specific program area will need to be reduced due to low enrollments.

The establishment of competencies outside of persons' present position will only affect such personnel in their academic year assignments, overloads, and summer sessions at such time as staff reduction(s) may affect their present status as a full-time employee.

Adopted: February 18, 1981

POLICY - DECISION NOT TO REHIRE NON-TENURED, FULL-TIME AND INSTRUCTIONAL SUPPORT PERSONNEL

A decision to not rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the Board of Trustees. The decision will be made after reviewing the President's recommendation, following an evaluation of the performance and qualifications of such non-tenured faculty members. Evaluation procedures to be followed are outlined in the college's Faculty Handbook.

The Board of Trustees will keep the specific reasons for dismissal confidential. They will, however, be issued to the teacher upon request by the teacher.

Full-time, non-tenured faculty and instructional support personnel who will not be rehired for the next school year or term are to be notified of such a decision no less than sixty (60) days before the end of the school year or term.

Adopted: February 18, 1981

POLICY - REDUCTION OF FULL-TIME FACULTY AND INSTRUCTIONAL SUPPORT PERSONNEL

Reduction in force will follow the Community College Tenure Act and provisions in the current agreement between the Board of Trustees of Community College District No. 513 and American Federation of Teachers Local 1810.

Adopted: February 18, 1981

SECTION "B"

DEFINITIONS

The following terms are interpreted from Section 38-1 of Senate Bill 147 as follows:

		INTERPRETATION AT I.V.C.C.
1.	"District"	Community College District 513 Illinois Valley Community College
2.	"Board"	Board of Trustees for Community College District 513
3.	"Faculty Member"	(See Board Policy: "Hiring of Faculty: Full-Time" for definition; Section "A")
4.	"Academic Support Service"	(See Board Policy: "Hiring of Academic Support Personnel: Full-Time; Section "A")
5.	"School Year"	Regular Academic Year: 1983-84: Aug. 18 - May 11 1984-85: Aug. 16 - May 17
6.	"Term"	Fall Semester 1983-84: Aug. 18 - Dec. 21 1984-85: Aug. 16 - Dec. 21 Spring Semester 1983-84: Jan. 6 - May 11 1984-85: Jan. 8 - May 17
7.	"Notice"	A written notice delivered in person or deposited in the U.S. mail by certified or registered mail, postage prepaid, addressed to the faculty member's last known address.

TERMINOLOGY

QUALIFIED, COMPETENT, COMPETENCIES

QUALIFIED - The term used to designate the minimum preparation level necessary for teaching or academic support employees to be hired for a specific area of instruction or an academic support position at I.V.C.C.

COMPETENT - The term used to refer to a teaching or academic support employee who has both the minimum preparation level and who has successfully undergone the tenure evaluation system at I.V.C.C. and/or has successfully prepared for and taught individual courses for I.V.C.C.

COMPETENCIES - The term used to spell out exact areas of competence of a faculty member or academic support employee at I.V.C.C.

SECTION "C"

ESTABLISHING QUALIFICATIONS

Efforts have been made to establish qualification levels for all disciplines taught at I.V.C.C. The search for "fairness" and "consistency" in qualification levels was guided by the Illinois Community College Board (I.C.C.B.) policy on "Instruction and Teaching:*

> A professional staff, educated and prepared in accordance with generally accepted standards and practices for teaching, supervision and administration in the discipline and subject fields to which they are assigned. These included collegiate study and/or professional experience. As a general rule, graduate work to the Master's degree or beyond in the subjects or fields taught is expected except in such subjects and fields in which college programs are not normally available or in which the work experience and related training is the principal teaching medium.

The college recognizes that the labor market may cause it to deviate from this policy when it seeks to fill positions and limited personnel having the preferred minimum qualifications are available.

*I.C.C.B. Policies, Pg. 11, 1978 Manual, Policy 3.09

SECTION "D"

MINIMUM QUALIFICATIONS
TO TEACH VARIOUS SUBJECT AREAS
IN
HUMANITIES AND FINE ARTS DIVISION
AT I. V. C. C.

DIVISION OF HUMANITIES AND FINE ARTS

Transfer Courses

The majority of the courses taught in this division are General Education and Transfer Articulated courses. Therefore, the administration and faculty agree that the Masters Degree is the desired minimum qualification needed in the various disciplines taught in this division.

Occupational Programs

There are no occupational programs in this division at the present time.

Successful Teaching Experience

Successful teaching experience is preferred for persons in all of the teaching disciplines in this division.

MINIMUM QUALIFICATIONS TO TEACH VARIOUS SUBJECT AREAS IN HUMANITIES & FINE ARTS DIVISION

ART (Transfer) - Master's degree in Art or a Master's of Fine Arts, or appropriate professional experience.

ENGLISH (Developmental, Transfer & Non-Transfer) - Master's degree in English, or Master's degree in a related field plus 15 graduate hours in English and a Bachelor's degree with English as a major.

FOREIGN LANGUAGE (Transfer) - Master's degree in the language.

JOURNALISM (Transfer) - Master's degree in Journalism or a Bachelor's degree in Journalism plus experience in the field.

LITERATURE (Transfer & Non-Transfer) - Master's degree in English or a Master's degree in a related field plus 15 graduate hours in English and a Bachelor's degree with English as a major.

MUSIC (Transfer & Non-Transfer) - Master's degree or a Master of Performance degree in Music.

PHILOSOPHY (Transfer) - Master's degree in Philosophy, or a Master's degree in a related humanities area and 15 graduate hours in Philosophy.

READING (Developmental & Transfer) - Master's degree in Reading.

SPEECH (Transfer) - Master's degree or a Master of Fine Arts degree in Speech and Theatre, or a Master's degree in a related humanities area plus 15 graduate hours in Speech/Theatre and a Bachelor's degree with a Speech and Theatre major.

MINIMUM QUALIFICATIONS BY COURSE

ART (TRANSFER)

ART 100 - Art Survey
ART 101 - Art Survey II
ART 103 - Design I
ART 104 - Design II
ART 105 - Drawing I
ART 106 - Drawing II
ART 107 - Painting I
ART 108 - Intro to Watercolor Painting
ART 109 - Pottery I
ART 200 - Sculpture
ART 201 - Weaving I
ART 202 - Weaving II
ART 203 - Three Dimensional Design
ART 204 - Art Fundamentals
ART 205 - Life Drawing
ART 207 - Painting II
ART 208 - Introduction to Photography
ART 209 - Pottery II

Master's Degree in Art, or a Master's of Fine Arts, or appropriate professional photographic experience.

ENGLISH (DEVELOPMENTAL)

ENG 090 - Pre-Rhetoric
ENG 091 - Grammar, Usage & Mechanics
ENG 092 - Sentence Development

Master's Degree in English, or Master's Degree in a related field plus 15 graduate hours in English.

ENGLISH (TRANSFER)

ENG 101 - English Composition I
ENG 102 - English Composition II
ENG 200 - Technical and Business Writing

Master's Degree in English, or Master's Degree in a related field plus 15 graduate hours in English.

ENGLISH (NON-TRANSFER)

ENG 120 - Grammar for Transcription
ENG 123 - Business and Industrial Writing
ENG 124 - Communications I
ENG 125 - Communications II

Master's Degree in English, or Master's Degree in a related field plus 15 graduate hours in English. Technical writing experience in business or industries or training in technical writing and communication, or journalism is highly recommended.

MINIMUM QUALIFICATIONS BY COURSE

FOREIGN LANGUAGES

FEN 100 - Conversational French	
FEN 101 - Elementary French	
FEN 102 - Elementary French	
FEN 201 - Intermediate French	
FEN 202 - Intermediate French	Master's Degree in French
FEN 203 - Composition and Conversation	
FEN 204 - Survey of French Literature	
GER 100 - Conversational German	
GER 101 - Elementary German	
GER 102 - Elementary German	
GER 201 - Intermediate German	
GER 202 - Intermediate German	Master's Degree in German
GER 203 - Composition and Conversation	
GER 204 - Survey of German Literature	
SPN 100 - Conversational Spanish	
SPN 101 - Elementary Spanish	
SPN 102 - Elementary Spanish	
SPN 201 - Intermediate Spanish	
SPN 202 - Intermediate Spanish	
SPN 203 - Composition and Conversation	Master's Degree in Spanish
SPN 204 - Survey of Spanish-American Literature	
SPN 205 - Survey of Spanish-American Literature	

JOURNALISM (TRANSER)

JRN 101 - Introduction to Mass Media	Master's Degree in Journalism, or a Bachelor's Degree in Journalism plus news media experience.
JRN 102 - Reporting	
JRN 103 - Advanced Reporting	

LITERATURE - AMERICAN (TRANSFER)

LIA 203 - Survey of American Literature to 1855	Master's Degree in English or a Master's Degree in a related field plus 15 graduate hours in English.
LIA 204 - Survey of American Literature from 1855	

MINIMUM QUALIFICATIONS BY COURSE

LITERATURE - ENGLISH (TRANSFER)

LIE 201 - Chief English Writers I
LIE 202 - Chief English Writers II
LIE 205 - An Introduction to Shakespeare I
LIE 206 - An Introduction to Shakespeare II

Master's Degree in English or a Master's Degree in a related field plus 15 graduate hours in English.

LITERATURE - GENERAL (TRANSFER)

LIG 201 - Masterpieces of European Literature I
LIG 202 - Masterpieces of European Literature II
LIG 203 - Mythology
LIG 205 - Fiction
LIG 206 - Science Fiction
LIG 207 - Drama/Poetry

Master's Degree in English or a Master's Degree in a related field plus 15 graduate hours in English.

MUSIC (TRANSFER)

MUP 101 - Collegiate Chorale
MUP 102 - Chamber Singers
MUP 103 - Wind Ensemble
MUP 104 - Jazz Ensemble
MUP 105 - Class Piano
MUP 203 - Collegium Musicum

MUS 100 - Introduction to and History of Music
MUS 106 - Music Theory I
MUS 107 - Music Theory II
MUS 206 - Music Theory III
MUS 207 - Music Theory IV

Master's Degree or a Master of Performance Degree in Music.

PHILOSOPHY (TRANSFER)

PHL 101 - Introduction to Philosophy
PHL 102 - Ethics
PHL 103 - Philosophy of Religion
PHL 104 - Death and Dying
PHL 105 - Introduction to Logic

Master's Degree in Philosophy, or a Master's Degree in a related humanities area and 15 graduate hours in Philosophy.

MINIMUM QUALIFICATIONS BY COURSE

READING (DEVELOPMENTAL)

RED 090 - Basic Reading Skills RED 091 - Vocabulary/Spelling RED 092 - Test Taking and Study Techniques RED 093 - Using Study Systems RED 094 - Rate/Comprehension RED 095 - Reading Technical Documents RED 111 - Study Skills	Master's Degree in Reading.

READING (TRANSFER)

RED 108 - Advanced Reading Instruction	Master's Degree in Reading.

SPEECH (TRANSFER)

SPH 101 - Fundamentals of Speech SPH 102 - Discussion and Debate SPH 105 - Theature Playhouse Production I SPH 106 - Acting SPH 201 - Oral Interpretation SPH 202 - Introduction to Theatre SPH 205 - Theatre Playhouse Production II SPH 208 - Introduction to Broadcasting SPH 209 - The Art of the Film	Master's Degree or a Master of Fine Arts Degree in Speech and Theatre, or a Master's Degree in a related field plus 15 graduate hours in Speech/Theatre.

SECTION "E"

MINIMUM QUALIFICATIONS
TO TEACH VARIOUS SUBJECT AREAS
IN
BUSINESS DIVISION
AT I.V.C.C.

DIVISION OF BUSINESS

Transfer Courses

Approximately 25% of the courses taught in the division are transfer articulated courses. They do however, enroll close to 50% of the business division's total enrollments in such courses as accounting and computer science. The administration and faculty agree that the Masters Degree is the desired minimum qualification needed in the transfer level courses in this division.

Occupational Programs

There are five occupational degree programs and eight certificate programs offered in the division. Generally the Bachelors Degree is the desired minimum qualification needed in the various occupational disciplines of the business division.

Successful Teaching Experience/ Work Experience

Successful teaching experience is preferred for persons in all of the teaching disciplines in this division. Successful work related experience is also required in the occupational programs. In hiring part-time faculty, the work experience might outweigh prior teaching experience in certain occupational programs.

MINIMUM QUALIFICATIONS TO TEACH VARIOUS SUBJECT AREAS IN BUSINESS DIVISION

ACCOUNTING (Transfer & Upper Lever) - Master's degree in Accounting, Business Administration, Finance, or Business Education. Qualifications must include 30 hours of Accounting and Finance course work. Related business and/or teaching experience will be given consideration in lieu of hours requirement. Also, Bachelor's degree in Business plus C.P.A. or C.M.A. certificate is acceptable.

ACCOUNTING (Non-Transfer) - Bachelor's degree in Accounting, Business Administration, Finance, or Business Education. Qualifications must include 18 hours of Accounting; also work experience in Accounting, Bookkeeping, Data Processing (minimum of 2,000 hours).

BUSINESS EDUCATION (Non-Transfer) - Bachelor's degree in Business Education. Also, work experience in Secretarial or Office Management field (minimum of 2,000 hours).

BUSINESS ADMINISTRATION (Transfer) - Master's degree in Business
(Intro to Business) Administration, Business Education, M.S. in Business,
(Business Math) Law Degree, Master's in Economics. Related business
(Business Law) and/or teaching experience will be considered for
(Consumer Economics) individuals with Master's Degree in area other than those listed above.

BUSINESS ADMINISTRATION (Non-Transfer) - Bachelor's degree in Business
(Management) Administration, Business Education, Economics, to
(Marketing) include 18 hours in area taught; also, work experience
(Economics) in area taught (minimum of 2,000 hours).
(Finance)

COMPUTER SCIENCE (Transfer) - Master's degree in Information Science/Computer Science or Master's degree in Mathematics or Business plus work experience in D.P./C.S.I. area. Qualifications to include 24 graduate hours of Data Processing/Information Science/Computer Science course work.

DATA PROCESSING (Non-Transfer) - Bachelor's degree in Business Mathematics or Computer Science. Qualifications to include 24 hours of Data Processing/Information Science/Computer Science course work; also, work experience in D.P./C.S.I./ Information Science area (minimum of 2,000 hours).

MINIMUM QUALIFICATIONS BY COURSE

ACCOUNTING (TRANSFER AND UPPER LEVEL)

ACT 101 - Financial Accounting
ACT 102 - Managerial Accounting
ACT 120 - Tax Accounting
ACT 201 - Intermediate Accounting
ACT 202 - Cost Accounting
ACT 222 - Intermediate Accounting II
ACT 223 - Auditing
ACT 227 - Accounting Internship
ACT 228 - Accounting Internship II

Master's Degree in Business Administration, Business Education, or M.S. in Accounting or Finance. Qualifications must include 30 hours of Accounting and Finance work. Related work experience and/or teaching will be given consideration in lieu of hours requirement. Also, Bachelor's Degree in Business plus C.P.A. or C.M.A. is acceptable.

ACCOUNTING (NON-TRANSFER)

ACT 121 - Fundamentals of Accounting
ACT 122 - Accounting Systems

Bachelor's Degree in Business Administration, Business Education, B.S. in Accounting or Finance. Qualifications must include 18 hours of Accounting. Some data processing related study required of Accounting 122.

BUSINESS EDUCATION (NON-TRANSFER)

BUE 107 - Typing I
BUE 115 - Brush-Up Shorthand
BUE 117 - Brush-Up Typing
BUE 124 - Office Machines
BUE 125 - Shorthand I
BUE 126 - Shorthand II
BUE 127 - Machine Shorthand
BUE 128 - Typing II
BUE 129 - Machine Shorthand II
BUE 220 - Advanced Typing
BUE 222 - Business Communications
BUE 224 - Office Procedures and Administration
BUE 225 - Introduction to Transcription
BUE 226 - Secretarial Internship
BUE 228 - Professional Typing
BUE 229 - Secretarial Internship

STN 120 - Stenography I
STN 121 - Stenography II

Bachelor's Degree in Business Education. Also, work experience in Secretarial or Office Management field. (Minimum of 2000 hours).

MINIMUM QUALIFICATIONS BY COURSE

BUSINESS EDUCATION (NON-TRANSFER)

WPR 120 - Fundamentals of Office Systems
WPR 121 - Word Processing I
WPR 122 - Word Processing Applications
WPR 123 - Advanced Text Editing
WPR 124 - Records Processing

BUSINESS ADMINISTRATION (TRANSFER)

BUE 101 - Introduction to Business
BUE 103 - Business Mathematics
BUL 200 - Legal Environment
BUL 201 - Business Law I
BUL 202 - Business Law II

ECN 100 - Consumer Economics

Master's Degree in Business Administration, Business Education, M.S. in Business, Law Degree, Master's in Economics. Related business teaching experience, or work experience will be considered for individuals with Master's Degree other than above.

BUSINESS ADMINISTRATION (NON-TRANSFER)

BUE 120 - Stocks and Bonds

FIN 120 - Principles of Finance

Bachelor's Degree in Business Administration, Business Education, Economics, to include 18 hours in Finance; also work experience in area taught. (Minimum of 2000 hours)

ECN 120 - Fundamentals of Statistics
ECN 122 - Fundamentals of Economics

Bachelor's Degree in Business Administration, Business Education, Economics to include 18 hours in Economics, also work experience in area taught. (Minimum of 2000 hours)

MGT 123 - Owning and Operating a Small Business
MGT 201 - Principles of Management
MGT 221 - Personnel Management
MGT 222 - Principles of Supervision

Bachelor's Degree in Business Administration. Business Education, Economics, to include 18 hours in Management, also work experience in area taught. (Minimum of 2000 hours)

MKT 101 - Principles of Marketing
MKT 122 - Salesmanship
MKT 221 - Principles of Advertising
MKT 223 - Principles of Retailing
MKT 226 - Advertising Copy & Layout
MKT 227 - Marketing Internship
MKT 228 - Marketing Internship
MKT 229 - Marketing Seminar

Bachelor's Degree in Business Administration, Business Education, Economics, to include 18 hours in Marketing, also work experience in area taught. (Minimum of 2000 hours)

MINIMUM QUALIFICATIONS BY COURSE

COMPUTER SCIENCE (TRANSFER)

CSI 101 - Computer Programming
CSI 103 - D.P. Logic & Theory
CSI 104 - Assembler Language Programming
CSI 105 - Business Organizations
CSI 201 - Computer Programming COBOL
CSI 202 - Programming Systems
CSI 203 - Advanced Programming Systems
CSI 204 - PL1 Programming

Master's degree in Business, Computer Science or Mathematics. Qualifications to include 24 graduate hours of Data Processing/Computer Science course work. Related Business and/or teaching experience will be given consideration in lieu of course work.

DATA PROCESSING (NON-TRANSFER)

DP 120 - Elementary Computer Concepts
DP 121 - Data Processing Fundamentals
DP 123 - Computer Operations I
DP 124 - Computer Operations II
DP 127 - Data Entry
DP 220 - External Data Systems
DP 221 - Business Systems Design and Development
DP 222 - Operating Systems
DP 224 - Data Processing Applications
DP 225 - RPG Programming
DP 226 - Data Processing Field Project

PC 126 - VISI Software for Microcomputers
PC 128 - Business Microcomputer Systems
PC 129 - Programming in BASIC
PC 225 - Microcomputer Set-up, Debugging, and Testing
PC 226 - Microcomputer Data Base Management
PC 227 - PASCAL for Problem Solving with a Microcomputer
PC 228 - Microcomputer Assembly and Machine Language
PC 229 - Basic and Business Applications

Bachelor's Degree in Business, Computer Science, or Mathematics. Qualifications to include 20 hours of Data Processing/ Computer Science course work. Related Business and/or teaching experience will be given consideration in lieu of course work, also work experience in D.P./C.S.I. area. (Minimum of 2000 hours)

ECONOMICS (TRANSFER)

ECN 203 - Principles of Economics I
ECN 204 - Principles of Economics II
ECN 205 - Business Statistics
ECN 220 - Money and Banking

Master's Degree in Economics, Business Administration or Business Education. Qualifications must include 30 hours of Economics course work.

MINIMUM QUALIFICATIONS BY COURSE

BANKING (NON-TRANSFER)

BFC 120 - Principles of Bank Operation
BFC 121 - Installment Credit
BFC 122 - Introduction to Commercial Lending
BFC 123 - Bank Investments
BFC 124 - Analyzing Financial Statements

Bachelor's Degree in Business plus experience in bank operations.

INSURANCE (NON-TRANSFER)

INS 120 - Principles of Insurance
INS 121 - Life and Health Insurance
INS 122 - Property and Casualty

C.P.C.U., C.L.U. or Bachelor's Degree in Business with knowledge of Insurance field.

REAL ESTATE (NON-TRANSFER

RE 120 - Real Estate Transactions
RE 121 - Contracts and Conveyancing
RE 122 - Advanced Real Estate Principles
RE 123 - Real Estate Appraisal
RE 124 - Property Management
RE 125 - Financing
RE 126 - Sales and Brokerage
RE 127 - Farm Management
RE 128 - Real Property Insurance
RE 129 - Refresher Course for License Reinstatement

Illinois Brokers License or Bachelor's Degree in Business with knowledge of Real Estate field.

SECTION "F"

MINIMUM QUALIFICATIONS

TO TEACH VARIOUS SUBJECT AREAS

IN

ENGINEERING, MATH & PHYSICAL SCIENCE DIVISION

AT I. V. C. C.

DIVISION OF ENGINEERING, MATH & PHYSICAL SCIENCE

Transfer Courses

Approximately 25% of the courses taught in this division are transfer articulated courses. The administration and faculty agree that the Masters Degree is the desired qualification needed in the transfer level courses in this division.

Occupational Programs

There are four occupational degree programs and eight certificate programs offered in the division. Generally the Bachelors Degree is the desired minimum qualification needed in the various occupational disciplines of this division.

Successful Teaching Experience/ Work Experience

Successful teaching experience is preferred in this division. Successful work related experience is required in the occupational programs. In hiring part-time faculty, the work experience might outweigh prior teaching experience in the occupational programs.

MINIMUM QUALIFICATIONS
TO TEACH VARIOUS SUBJECT AREAS IN
ENGINEERING, MATH, & PHYSICAL SCIENCE DIVISION

CHEMISTRY (Transfer) - Master of Science in Chemistry or Master of Science including 30 graduate hours in Chemistry including 9 graduate hours in Analytical Chemistry or a graduate research in Chemistry or Organic Chemistry.

CHEMISTRY (Non-Transfer) - Bachelor of Science in Chemistry plus industrial experience in an area utilizing Chemistry or a B.S. in a related field including 24 semester hours in Chemistry.

MATHEMATICS (Transfer) - Master of Science in Mathematics or M.S. including 15 graduate hours in Mathematics, Master of Science including 24 hours in Mathematics including graduate hours in real analysis, including course work in fortran, linear algebra, differential equations, or industrial experience using mathematics.

MATHEMATICS (Non-Transfer) - Bachelor of Science in Mathematics or B.S. in a related field including 24 semester hours in Mathematics.

PHYSICS (Transfer) - Master of Science in Physics or M.S. including 30 graduate hours in Physics, or M.S. in Physics including TAM* courses, or M.S. including 30 graduate hours in Physics including TAM courses, or M.S. in Engineering including TAM courses.

PHYSICS (Non-Transfer) - Bachelor's of Science in Pnysics plus industrial experience in an area utilizing Physics, or B.S. in a related field including 24 semester hours in Physics plus industrial experience, or B.S. in Physics or in a related field including 24 semester hours in Physics plus prior successful teaching in Technical Physics.

WELDING (Non-Transfer) - Minimum of a Bachelor's Degree and 2000 hours in industrial experience in Welding.

*TAM = Theoretical and Applied Mechanics

MINIMUM QUALIFICATIONS
TO TEACH VARIOUS SUBJECT AREAS IN
ENGINEERING, MATH & PHYSICAL SCIENCE DIVISION

AUTOMOTIVE (Non-Transfer) - Bachelor of Science in Industrial Education or Industrial Technology including 24 semester hours in Automotive Mechanics; also, two years of industrial experience in Auto Mechanics and certification by N.I.A.S.E. in at least two areas.

CARPENTRY (Non-Transfer) - Journeyman carpenter as certified by the U.S. Department of Labor.

DRAFTING (Non-Transfer)
ENGINEERING DESIGN TECHNOLOGY (Non-Transfer)
ENGINEERING GRAPHICS (Transfer) - Bachelor of Science in Engineering with course work in the specific teaching, plus industrial experience within the teaching area; or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

ELECTRICAL (Non-Transfer)
ELECTRONICS (Non-Transfer)
INDUSTRIAL MAINTENANCE (Non-Transfer)
ROBOTIC ELECTRONICS TECHNOLOGY (Non-Transfer)
MICRO-PROCESSOR/COMPUTER TECHNOLOGY (Non-Transfer) - Bachelor of Science in Engineering with a minimum of 24 semester hours course work in the specific teaching area, plus industrial experience within the teaching area; or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

TOOL & DIEMAKER APPRENTICESHIP (Non-Transfer) - Journeyman Tool & Diemaker as certified by the U. S. Department of Labor.

MINIMUM QUALIFICATIONS BY COURSE

CHEMISTRY (TRANSFER)

CHM 100 - Introduction to Chemistry CHM 104 - Chemistry CHM 106 - General Chemistry I CHM 107 - General Chemistry II	Master of Science in Chemistry, or Master of Science including 30 graduate hours in Chemistry.
CHM 201 - Quantitative Analysis	Master of Science in Chemistry, or Master of Science including 30 graduate hours in Chemistry including 9 graduate hours in analytical chemistry or graduate research in chemistry.
CHM 202 - Organic Chemistry I CHM 203 - Organic CHemistry II	Master of Science in Chemistry, or Master of Science including 30 graduate hours in Chemistry including 9 graduate hours in organic Chemistry.

CHEMISTRY (NON-TRANSFER)

CHM 121 - Agriculture Chemistry I	Bachelor of Science in Chemistry plus industrial experience in an area utilizing Chemistry, or Bachelor of Science in a related field including 24 semester hours in Chemistry plus industrial experience in an area utilizing Chemistry, or Bachelor of Science in Chemistry or a related field including 24 semester hours in Chemistry plus prior successful preparation in agricultural Chemistry for teaching.

MATHEMATICS (NON-TRANSFER)

MTH 094 - Arithmetic MTH 097 - Basic Algebra MTH 098 - Basic Geometry MTH 120 - Metric & English Measurement	Bachelor of Science in Mathematics, or Bachelor of Science in a related field including 24 semester hours in mathematics.

MATHEMATICS (TRANSFER)

MTH 100 - Fundamentals of Mathematics MTH 101 - Intermediate Algebra MTH 102 - Intermediate & College Algebra MTH 103 - College Algebra MTH 104 - Trigonometry MTH 105 - Precalculus	Master of Science in Mathematics, or Master of Science including 15 graduate hours in Mathematics.

MINIMUM QUALIFICATIONS BY COURSE

MATHEMATICS (TRANSFER) - Continued	
MTH 106 - Finite Mathematics MTH 107 - Calculus for Business and Social Science	Master of Science in Mathematics, or Master of Science including 24 graduate hours in Mathematics.
MTH 200 - Calculus & Analytic Geometry I MTH 201 - Calculus & Analytic Geometry II MTH 202 - Calculus & Analytic Geometry III	Master of Science in Mathematics, or Master of Science including 24 graduate hours in Mathematics including graduate hours in real analysis.
MTH 205 - Introduction to Numerical Methods & Fortran Programming	Same as Calculus sequence including course work in Fortran Programming.
MTH 206 - Linear Algebra	Same as Calculus sequence including course work in linear Algebra or equivalent.
MTH 207 - Differential Equations	Same as Calculus sequence including course work in Differential Equations or equivalent.
MATHEMATICS, TECHNICAL (NON-TRANSFER)	
MTH 122 - Mathematics for Industry I MTH 123 - Mathematics for Industry II MTH 127 - Technical Mathematics I MTH 128 - Technical Mathematics II MTH 129 - Technical Mathematics III	Bachelor of Science in Mathematics plus industrial experience in an area utilizing Mathematics, or Bachelor of Science in a related field including 24 semester hours in Mathematics plus industrial experience in an area utilizing Mathematics, or Bachelor of Science in Engineering, or prior successful teaching experience within technical/occupational Mathematics.
MTH 124 - Business Data Processing Math I	Same as MTH 094 - 098 sequence.
MTH 125 - Business Date Processing Math II	Same as MTH 124 including experience in computer programming or equivalent.

MINIMUM QUALIFICATIONS BY COURSE

PHYSICS (TRANSFER)

PHY 109 - General Physics (Mechanics)
PHY 200 - General Physics (Heat, Wave, Motion, Sound & Electricity)
PHY 201 - General Physics (Electricity, Magnetism, Light & Modern Physics)
PHY 203 - General Physics (Mechanics, Relativity, Heat, Wave, Motion & Sound)
PHY 204 - General Physics (Electricity, Magnetism, Light, Atomic & Nuclear Physics)
TAM 203 - Theoretical & Applied Mechanics

Master of Science in Physics, or Master of Science including 30 graduate hours in Physics, or Master of Science in Physics including TAM courses, or Master of Science including 30 graduate hours in Physics including TAM courses, or Master of Science in Engineering including TAM courses.

PHYSICS (NON-TRANSFER)

PHY 120 - Technical Physics I
PHY 121 - Technical Physics II

Bachelor of Science in Physics plus industrial experience in an area utilizing Physics, or Bachelor of Science in a related field including 24 semester hours in Physics plus industrial experience in an area utilizing Physics, or Bachelor of Science in Engineering, or Bachelor of Science in Physics or in a related field including 24 semester hours in Physics plus prior successful teaching in Technical Physics.

PSC 100 - Introduction to Physical Science

Master of Science in Chemistry, Physics, or Earth Science, or Master of Science including 30 graduate hours in Chemistry, Physics, or Earth Science.

CARPENTRY APPRENTICESHIP (NON-TRANSFER)

CAP 120 - Introduction to Apprenticeship
CAP 121 - Layout for Carpenters
CAP 122 - Framing I
CAP 123 - Concrete Forms
CAP 220 - Framing II
CAP 221 - Interior Systems
CAP 222 - Exterior Systems
CAP 223 - Millwork

Journeyman carpenter as certified by the U. S. Department of Labor.

MINIMUM QUALIFICATIONS BY COURSE

AUTOMOTIVE (NON-TRANSFER)

ATO 120 - Fuels, Lubrication & Cooling
ATO 121 - Basic Gas Engines
ATO 122 - Basic Automotive Electricity
ATO 123 - Bench Work Operations
ATO 124 - Power Trains & Manual Transmissions
ATO 125 - Basic Tune-Up
ATO 126 - Steering & Suspension Systems
ATO 220 - Brake Systems
ATO 221 - Advanced Tune-Up & Engine Diagnosis
ATO 222 - Fuel Systems & Emission Control
ATO 223 - Automatic Transmissions
ATO 224 - Automotive Accessories
ATO 225 - Heating & Air Conditioning
ATO 226 - Auto Shop Practice & Procedures
ATO 227 - Automotive Diesel Systems

Bachelor of Science in Industrial Education or Industrial Technology including 24 semester hours in Auto Mechanics plus two years industrial experience in Auto Mechanics and certification by NIASE in at least two areas.

DRAFTING (NON-TRANSFER)
ENGINEERING DESIGN TECHNOLOGY (NON-TRANSFER)
ENGINEERING GRAPHICS (TRANSFER)

DFM 120 - Mechanical Drafting I
DFM 121 - Mechanical Drafting II
DFM 122 - Mechanical Drafting III
DFM 123 - Mechanical Drafting IV
DFT 121 - Advanced Mechanical Drafting
DFT 123 - Blueprint Reading & Sketching
DFT 127 - Development & Layout
DFT 128 - Development & Layout II
EDT 126 - Statics
EDT 127 - Strength of Materials
EDT 220 - Machine Design I
EDT 221 - Machine Design II
EDT 224 - Mechanisms
EDT 225 - Computer Aided Design I
EDT 226 - Computer Aided Design II
EDT 228 - Design Projects
EGR 100 - Engineering Graphics

Bachelor of Science in Engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

MINIMUM QUALIFICATIONS BY COURSE

MECHANICAL TECHNOLOGY (NON-TRANSFER)
ROBOTICS - MECHANICAL (NON-TRANSFER)

MT 121 - Materials of Industry
MT 122 - Manufacturing Processes I
MT 123 - Manufacturing Processes II
MT 220 - Methods & Operation Analysis
MT 221 - Statistics & Quality Control
MT 223 - Process Planning
MT 224 - Introduction to Fluid Power
MT 225 - Production Problems
MT 227 - Fluid Power Circuits & Servos
MTL 120 - Manufacturing Processes Lab I
MTL 121 - Manufacturing Processes Lab II
MTL 122 - Manufacturing Processes Lab III

RBA 120 - Introduction to Robotics
RBA 220 - Robot Applications
RBA 222 - Robot Applications - Field Project

ELECTRICITY (NON-TRANSFER)
ELECTRONICS TECHNOLOGY (NON-TRANSFER)
ROBOTIC ELECTRONICS TECHNOLOGY (NON-TRANSFER)
MICRO-PROCESSOR/COMPUTER TECHNOLOGY (NON-TRANSFER)

DFT 122 - Electronics Drafting
ELE 120 - Basic Industrial Electricity I
ELE 121 - Basic Industrial Electricity II
ELE 122 - Electrical Machines I
ELE 123 - Electrical Machines II
ELE 124 - Electrical Schematic Reading I
ELE 125 - Electrical Schematic Reading II
ELE 126 - Electrical Troubleshooting
ET 100 - Introduction to Electronics
ET 120 - Beginning Electronics
ET 121 - Direct & Alternating Current Theory
ET 122 - Electronic Devices
ET 123 - Applied Industrial Electronics
ET 220 - Electronic Circuits
ET 221 - Industrial Electronics I
ET 222 - Digital Circuits
ET 223 - Circuit Analysis
ET 224 - Introduction to Micro-Processor
ET 225 - Shop Processes & Individual Problems in Electronics

Bachelor of Science in Engineering with a minimum of 24 semester hours course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

MINIMUM QUALIFICATIONS BY COURSE

ELECTRICITY (NON-TRANSFER)
ELECTRONICS TECHNOLOGY (NON-TRANSFER)
ROBOTIC ELECTRONICS TECHNOLOGY (NON-TRANSFER)
MICRO-PROCESSOR/COMPUTER TECHNOLOGY (NON-TRANSFER) - Continued

ET 226 - Basic Micro-Wave Theory ET 227 - Instruments & Measurements MT 120 - Industrial Electricity	
ET 228 - FCC License Preparation	Valid FCC Licencse
RET 220 - Robotic Electronics Circuits RET 224 - Robotic Micro-Processor Control RET 225 - Maintenance and Repair of Robotic Circuits CET 221 - Sensing and Control Circuits MET 226 - Digital Systems MET 228 - Trouble Shooting Computer Systems	
DRAFTING, ARCHITECTURAL (NON-TRANSFER)	
DFT 125 - Architectural Drafting DFT 126 - Blueprint Reading & Sketching for the Building Trades	Bachelor of Arts in Architectural plus industrial experience, or Bachelor of Science in a related field including courses in Architectural Drafting plus industrial experience.
INDUSTRIAL MAINTENANCE (NON-TRANSFER)	
IM 120 - Equipment Maintenance I IM 121 - Equipment Maintenance II IM 122 - Introduction to Electro-Mechanics IM 221 - Control Instrumentation GNT 110 - Industrial Production Techniques GNT 120 - Technical Orientation	Bachelor of Science in Engineering with a minimum of 24 credit hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.
METALS (NON-TRANSFER)	
MET 100 - General Metals I MET 101 - Machine Tool Operation MET 120 - Inspection & Gaging MET 121 - Numerical Controlled Machine Programming MET 122 - Metal & Metalworking MET 123 - Fabrication MET 129 - Welding Metallurgy	Bachelor of Science in Engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

MINIMUM QUALIFICATIONS BY COURSE

ELECTRICITY (NON-TRANSFER)
ELECTRONICS TECHNOLOGY (NON-TRANSFER) - Continued
ROBOTIC ELECTRONICS TECHNOLOGY (NON-TRANSFER)
MICRO-PROCESSOR/COMPUTER TECHNOLOGY (NON-TRANSFER)

ET 226 - Basic Micro-Wave Theory
ET 227 - Instruments & Measurements
MT 120 - Industrial Electricity

ET 228 - FCC License Preparation — Valid FCC Licencse

RET 220 - Robotic Electronics Circuits
RET 224 - Robotic Micro-Processor Control
RET 225 - Maintenance and Repair of Robotic Circuits
CET 221 - Sensing and Control Circuits
MET 226 - Digital Systems
MET 228 - Trouble Shooting Computer Systems

DRAFTING, ARCHITECTURAL (NON-TRANSFER)

DFT 125 - Architectural Drafting
DFT 126 - Blueprint Reading & Sketching for the Building Trades

Bachelor of Arts in Architectural plus industrial experience, or Bachelor of Science in a related field including courses in Architectural Drafting plus industrial experience.

INDUSTRIAL MAINTENANCE (NON-TRANSFER)

IM 120 - Equipment Maintenance I
IM 121 - Equipment Maintenance II
IM 122 - Introduction to Electro-Mechanics
IM 221 - Control Instrumentation
GNT 110 - Industrial Production Techniques
GNT 120 - Technical Orientation

Bachelor of Science in Engineering with a minimum of 24 credit hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

METALS (NON-TRANSFER)

MET 100 - General Metals I
MET 101 - Machine Tool Operation
MET 120 - Inspection & Gaging
MET 121 - Numerical Controlled Machine Programming
MET 122 - Metal & Metalworking
MET 123 - Fabrication
MET 129 - Welding Metallurgy

Bachelor of Science in Engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of Science in Industrial Technology or Industrial Education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

MINIMUM QUALIFICATIONS BY COURSE

TOOL & DIEMAKER APPRENTICESHIP (NON-TRANSFER)

TDA 121 - Tool & Diemaker Apprenticeship I
TDA 122 - Tool & Diemaker Apprenticeship II
TDA 123 - Tool & Diemaker Apprenticeship III
TDA 124 - Tool & Diemaker Apprenticeship IV
TDA 125 - Tool & Diemaker Apprenticeship V
TDA 126 - Tool & Diemaker Apprenticeship VI
TDA 127 - Tool & Diemaker Apprenticeship VII
TDA 128 - Tool & Diemaker Apprenticeship VIII

Journeyman Tool & Diemaker as certified by the U. S. Department of Labor.

WELDING (NON-TRANSFER)

All Welding courses including stick arc, MIG, TIG, and gas both plate and pipe.

Bachelor of Science in Industrial Technology or Industrial Education including course work in Welding, plus two years industrial experience in Welding which includes all positions for stick, MIG, TIG, and gas for both plate and pipe.

COMPARATIVE MINIMUM QUALIFICATIONS REQUIRED FOR

WELDING PROGRAMS

at I.V.C.C.

ON CAMPUS

QUALIFICATIONS:

(A) Instructor is expected to have a minimum of a bachelor's degree and industrial experience (2000 hours minimum) in welding.

(B) Instructor has to be able to lecture approximately 30% of the time each semester.

(C) Instructor will teach:

1. Lab Course
2. MET 129 - Welding Metallurgy
3. DFT 127 - Development & Layout I

EVALUATION TECHNIQUES:

Instructor will be evaluated in lecture prepared classes and in laboratory classes.

AT SHERIDAN

QUALIFICATIONS:

(A) Instructor is expected to have a 3-years industrial experience (minimum) in the area of welding.

(B) Instructor works one - on - one individually with students in lab work.

(C) Instructor will teach:

1. Lab Courses (only)

EVALUATION TECHNIQUES:

Instructor will be evaluated in laboratory classes.

SECTION "G"

MINIMUM QUALIFICATIONS

TO TEACH VARIOUS SUBJECT AREAS

IN

DIVISION OF LIFE SCIENCES

AT I. V. C. C.

DIVISION OF LIFE SCIENCES

TRANSFER COURSES

APPROXIMATELY FORTY-FIVE PERCENT OF THE COURSES TAUGHT IN THE DIVISION ARE GENERAL EDUCATION AND TRANSFER ARTICULATED COURSES. THEREFORE, THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS TRANSFER DISCIPLINES TAUGHT IN THIS DIVISION.

OCCUPATIONAL PROGRAMS

THE OCCUPATIONAL PROGRAMS IN THIS DIVISION MAKE UP APPROXIMATELY FIFTY-FIVE PERCENT OF THE COURSES IN THIS DIVISION. GENERALLY A MASTERS DEGREE IS REQUIRED FOR OCCUPATIONAL PROGRAMS. THE MASTERS DEGREE IS REQUIRED FOR THE PROFESSIONAL NURSING PROGRAM AND FOR AGRIBUSINESS. DENTAL ASSISTING, PRACTICAL NURSING, AND AGRI-MECHANICS REQUIRE A MINIMUM OF A BACHELORS DEGREE.

SUCCESSFUL TEACHING EXPERIENCE/ WORK EXPERIENCE

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION. SUCCESSFUL WORK RELATED EXPERIENCE IS ALSO REQUIRED IN THE OCCUPATIONAL PROGRAMS.

MINIMUM QUALIFICATIONS TO TEACH VARIOUS SUBJECT AREAS IN LIFE SCIENCES DIVISION

AGRIBUSINESS (Transfer and Non-Transfer) - Master of Science in Agriculture, Bachelor of Science in Agronomy, Bachelor of Science in Ag. Education, Bachelor of Science in Agriculture Economics, Bachelor of Science in Animal Science including course work in the subject areas to be taught, or 8 years of related work experience. Internship classes require a Bachelor of Science in Agriculture with 16 semester hours in the field which shall include a methods course in the occupational specialized area; in addition, 6 semester hours in the area of organization and administration of cooperative occupational education, coordination in techniques, and individualized instructional methodology. In addition, the coordinator shall possess a minimum of 2,000 hours of employment experience in the occupational speciality to be taught.

AGRIMECHANICS (Non-Transfer) - A.A.S. degree in Agrimechanics and three years experience in Agricultural Machine Service Operations, or a Bachelor's degree in Agricultural Engineering or Agricultural Mechanics, and 2,000 hours of work experience, or eight years of experience in the Agricultural Machine Service field.

BIOLOGY (Transfer) - Master's degree in Biological Sciences or 15 graduate hours in Biological Sciences; for BIO 104 a Master's degree in Biology, Science, Geography, Geology, or Environmental Science; for ZOO 107 and 108 a Master's degree in Biological Science and graduate hours in Anatomy and Physiology. Math, Physical Science and previous teaching experience at the high school and/or college level are recommended.

DENTAL ASSISTING (Non-Transfer) - Bachelor's in Allied Health Education, Dental Assisting speciality plus minimum of 2,000 hours experience in a dental office/clinic, or 6 hours of cooperative education courses and/or experience in managing an internship program. All Dental Assisting instructors must be currently certified and a graduate of an accredited Dental Assisting program.

MINIMUM QUALIFICATIONS TO TEACH VARIOUS SUBJECT AREAS IN LIFE SCIENCES DIVISION

GEOGRAPHY (Transfer) - Master of Science in Geography with 15 or more hours in physical Geography, cultural Geography, regional Geography, and/or 20 or more hours in Astronomy.

GEOLOGY (Transfer) - Master of Science in Geology or Master of Science including 20 graduate hours in Geology.

NURSING (Non-Transfer) - Master's degree with a major in Nursing for professional Nursing program. Practical nursing program should have a Baccalaureate degree with a major in Nursing and registered in the State of Illinois.

PHYSICAL EDUCATION (Transfer) - Master of Science in Physical Education or proven teaching competency in the specific course within the past five years at I.V.C.C.

RECREATIONAL LEADERSHIP (Transfer) - Master of Science in Recreation plus 2,000 hours of work experience in the Recreation and Parks profession.

MINIMUM QUALIFICATIONS BY COURSE

AGRICULTURE (TRANSFER AND NON-TRANSFER)	
AGR 100 - Introduction Field Crop Science AGR 101 - Introduction Agriculture Economics AGR 102 - Introduction Agriculture Mechanization AGR 103 - Animal Science AGR 201 - Introduction Soil Science	Master of Science in Agriculture including course work in the subject area(s) to be taught.
AGR 111 - Corn & Soybean Production AGR 220 - Crop Production AGR 222 - Agriculture Chemicals	Bachelor of Science in Agronomy or Bachelor of Science in Agriculture Education.
AGR 120 - Introduction to Agribusiness AGR 221 - Farm Management Problems AGR 223 - Agricultural Sales AGR 226 - Agriculture Marketing & Finance	Bachelor of Science in Agriculture Economics or Bachelor of Science in Agriculture Education.
AGR 121 - Feeds & Feeding AGR 227 - Livestock Selection	Bachelor of Science in Animal Science or Bachelor of Science in Agriculture Education.
AGR 123 - Agriculture Production Techniques	Bachelor of Science in the Agricultural area being taught or Bachelor of Science in Agriculture Education.
AGR 224 - Internship AGR 225 - Agricultural Internship Seminar	Bachelor of Science in Agriculture with 16 semester hours in the field, which shall include a methods course in the occupational specialized area; in addition, 6 semester hours in the area of organization and administration of coordination in techniques, and individualized instructional methodology. In addition, the coordinator shall possess a minimum of 2,000 hours of employment experience in the occupational specialty to be taught.
AGRIMECHANICS (NON-TRANSFER) For all courses in the Agrimechanics Program, the following are considered minimum qualifications:	A.A.S. degree in Agrimechanics and three years experience in Agricultural Machine Service operations; or, B.S. degree in Agricultural Engineering or Agricultural Mechanics and 2,000 hours or work experience.

MINIMUM QUALIFICATIONS BY COURSE

ALLIED HEALTH (NON-TRANSFER)

A-H 120 - Introduction to Health Science A-H 122 - Human Growth & Development for Health Workers A-H 127 - Therapeutic Uses & Effects of Drugs	Master's degree in Nursing or Pharmacy for A-H 127.
A-H 124 - Basic Nursing Concepts & Skills A-H 125 - Supervised Practice	B.S.N. plus at least 2 years clinical experience.
A-H 126 - Cardio Pulmonary Resuscitation	A minimum of a Bachelor's degree in health related field plus instructors must be certified by the American Red Cross.
A-H 220 - Emergency Medical Procedures A-H 221 - Emergency Medical Technician - Ambulance A-H 222 & 223 - EMT Refresher Courses	State certification, Bachelor's degree in related health field.

* BIOLOGY (TRANSFER)

BIO 101 - General Biology I BIO 102 - General Biology II BIO 105 - Personal & Community Hygiene ZOO 120 - Human Body Structure & Function	Master's degree in Biological Sciences or Master's including 15 graduate hours in Biological Sciences.
BIO 103 - Principles of Biology	Master's degree in Biological Science, or Master's including 20 graduate hours in Biology.
BIO 104 - Man & His Environment	Master's degree in Biological Science, Geography, Geology, or Environmental Science, or Master's including 15 graduate hours in one of the disciplines.

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* STRONGLY RECOMMEND FOR ALL BIOLOGY COURSE BACKGROUNDS:	At least 15 semester hours in Math and Physical Sciences.

MINIMUM QUALIFICATIONS BY COURSE

*** BIOLOGY (TRANSFER)**	
BOT 105 - General Botany	Master's degree in Biological Science, or Master's including 20 graduate hours in Biology including 10 hours in Botany.
BOT 109 - Microbiology	Master's degree in Biological Science including graduate hours in Microbiology, or Master's including 20 graduate hours in Biology including graduate hours in Microbiology.
ZOO 104 - General Zoology	Master's degree in Biological Science, or Master's including 20 graduate hours in Biology including 10 hours in Zoology.
ZOO 107 - Anatomy & Physiology I ZOO 108 - Anatomy & Physiology II	Master's degree in Biological Science including 10 graduate hours in Anatomy and/or Physiology, or Master's including 20 graduate hours in Biology including 10 hours in Anatomy and/or Physiology.
**** DENTAL ASSISTING (NON-TRANSFER)**	
DLA 120 - Dental Science DLA 122 - Preventive Dentistry DLA 220 - Dental Science II	B.A. in Allied Health Education Dental Assisting Specialty.
DLA 121 - Dental Materials & Lab Procedures DLA 123 - Preclinical Orientation DLA 124 - Dental Radiography I DLA 125 - Dental Lab Procedures DLA 128 - Dental Office Management DLA 224 - Dental Radiography II	B.A. in Allied Health Education Dental Assisting Speciality and minimum of 2,000 hours experience in a dental office/ clinic.
DLA 126 - Clinical Practice	B.A. in Allied Health Education Dental Assisting Speciality and 6 hours of Cooperative Education courses and/or experience in managing an internship program.
* STRONGLY RECOMMEND FOR ALL BIOLOGY COURSE BACKGROUNDS:	At least 15 semester hours in Math and Physical Sciences.

** All Dental Assisting instructors must be currently certified and preferably a graduate of an accredited Dental Assisting Program.

MINIMUM QUALIFICATIONS BY COURSE

GEOGRAPHY (NON-TRANSFER)

GEG 090 - The Earth's Geography	Master of Science in Geography

GEOGRAPHY (TRANSFER)

GEG 101 - Physical Geography I	Master of Science in Geography with 15 or more hours in physical Geography.
GEG 102 - Physical Geography II	Master of Science in Geography with 15 or more hours in physical Geography.
GEG 103 - Cultural Geography	Master of Science in Geography with 15 or mor hours in cultural Geography.
GEG 104 - World Regional Geography	Master of Science in Geography with 15 or more hours in regional Geography.
GEG 105 - Introduction to Astronomy GEG 107 - Planetary & Space Science	Master of Science with 20 or more hours in Astronomy.

GEOLOGY (TRANSFER)

GEL 108 - Physical Geology GEL 109 - Historical Geology	Master of Science in Geology, or Master of Science including 20 graduate hours in Geology.

NURSING (NON-TRANSFER)

I. State of Illinois Educational Requirements

Rule III - Rules & Regulations (Revised 1980)

1. Faculty

a. Nurse faculty members of a professional Nursing program shall have a Master's degree with a major in Nursing.

b. Nurse faculty members of a practical Nursing program shall have a Baccalaureate degree with a major in Nursing.

c. Registered in the State of Illinois.

II. National League for Nursing

Criteria for the Evaluation of Educationa Programs in Nursing Leading to an Associate Degree. New York: 1976, pg. 12.

1. Faculty members are academically and professionally qualified in that they:

   a. Meet the parent institution's requirements for faculty appointment.

   b. Have Master's degree with preparation and/or experience in the areas of responsibility in which leadership is expected.

   c. Have Baccalaureate degrees with preparation and experience in areas of responsibility, provided there is adequate guidance and supervision by faculty prepared on the Master's level.

   d. Continue to improve expertise in the areas of responsibility.

   e. Have credentials verifying legal status as a registered nurse in the state.

2. Faculty are encouraged to continue academic study appropriate to their responsibilities.

3. Part-time faculty members, guest lecturers and others who contribute to the education of students on a part-time basis are utilized in accordance with the policy of the parent institution.

III. Additional Requirements

1. At least two years of clinical experience post graduation from a Baccalaureate program in Nursing.

2. Prefer some previous teaching experience of at least one year.

MINIMUM QUALIFICATIONS BY COURSE

PHYSICAL EDUCATION	
For All Physical Education Classes	Master of Science in Physical Education, or proven teaching experience in the specific course within the past five years at I.V.C.C.
PEC 203 - Beginning Swimming	Same as above, and WSI from American Red Cross.
PED 101 - First Aid	Master of Science in Physical Education or Health, or proven teaching experience within past five years at I.V.C.C., and current instructor authorization from American Red Cross to teach standard first aid and personal safety.
PUBLIC WATER SUPPLY (NON-TRANSFER)	
PWS 120 - Water Supply Operation I	State certification in Water Supply.
RECREATIONAL LEADERSHIP (TRANSFER)	
RL 101 - Introduction to Recreation RL 102 - Principles of Camping	Master of Science in Recreation plus 2,000 hours of work experience in the Recreation & Parks profession. *
RL 105 - Introduction to Therapeutic Recreation	Master of Science in Recreation plus a minimum of nine semester hours in therapeutic recreation.
RL 121 - Recreation for Older Adults	Bachelor of Science in Recreation plus 2,000 hours of experience in the profession.
WASTEWATER TREATMENT	
WWT 120 - Wastewater Treatment I WWT 121 - Wastewater Treatment II WWT 122 - Basic Wastewater Plant Operation	State certification as a Class I operator.

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* NOTE: A major (undergraduate and graduate) in the field of Recreation and Parks may be identified by a variety of titles according to the individual school, such as: Recreation, Recreation & Park Administration, Recreation Education, Leisure Studies, etc.

SECTION "H"

MINIMUM QUALIFICATIONS

TO TEACH VARIOUS SUBJECT AREAS

IN

DIVISION OF SOCIAL SCIENCE & PUBLIC SERVICE

AT I. V. C. C.

DIVISION OF SOCIAL SCIENCE AND PUBLIC SERVICE

Transfer Courses

THE MAJORITY OF THE COURSES TAUGHT IN THE DIVISION ARE GENERAL EDUCATION AND TRANSFER ARTICULATED COURSES. THEREFORE, THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS DISCIPLINES TAUGHT IN THIS DIVISION.

Occupational Programs

THE OCCUPATIONAL PROGRAMS OF CRIMINAL JUSTICE AND CHILD CARE ARE PART OF THIS DIVISION. THEY ARE "ONE INSTRUCTOR" PROGRAMS. BECAUSE THE INSTRUCTORS TEACH COURSES THAT ARE ARTICULATED FOR TRANSFER AS WELL AS COURSES THAT ARE OCCUPATIONALLY APPROVED, THE MASTERS DEGREE HAS BEEN DETERMINED TO BE THE DESIRED MINIMUM QUALIFICATION LEVEL REQUIRED FOR BOTH PROGRAMS.

Successful Teaching Experience/ Work Experience

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION. SUCCESSFUL WORK RELATED EXPERIENCE IS ALSO REQUIRED IN THE OCCUPATIONAL PROGRAMS.

MINIMUM QUALIFICATIONS
TO TEACH VARIOUS SUBJECT AREAS IN
DIVISION OF SOCIAL SCIENCE & PUBLIC SERVICE

ANTHROPOLOGY (Transfer) - Master's degree in Sociology/Anthropology or its equivalent.

CHILD CARE (Non-Transfer) - Master's degree in early childhood education or its equivalent and experience at the pre-school level.

CRIMINAL JUSTICE (Transfer & Non-Transfer) - Master's degree in the field or its equivalent and several years of successful work experience.

EDUCATION (Transfer) - Master's degree in Education or its equivalent and experience at several levels of education.

FOOD SERVICE (Non-Transfer) - Bachelor's degree in Home Economics or a related field. Illinois State Law requires certification for those teaching FS 120.

FIRE SCIENCE (Non-Transfer) - Illinois State Certified Firefighter II and several years of successful work experience.

HISTORY (Transfer) - Master's degree in the field or its equivalent.

HOME ECONOMICS (Transfer & Non-Transfer) - Master's degree in the field or its equivalent.

POLITICAL SCIENCE (Transfer & Non-Transfer) - Master's degree in the field or its equivalent.

PSYCHOLOGY (Transfer & Non-Transfer) - Master's degree in the field or its equivalent.

SOCIOLOGY (Transfer) - Master's degree in the field or its equivalent.

MINIMUM QUALIFICATIONS BY COURSE

ANTHROPOLOGY (TRANSFER)

ANT 100 - Introduction to Anthropology	Master's degree in Sociology/Anthropology or its equivalent.

CHILD CARE (NON-TRANSFER)

CC 120 - Introduction to Child Care CC 121 - Early Childhood Curriculum CC 123 - Practicum I CC 125 - Children's Health CC 220 - Supervision & Administration of Child Care Programs CC 222 - Early Childhood Curriculum: Materials Development & Implementation CC 223 - Practicum II CC 224 - Child Care Agencies/Law & Licensing CC 225 - Art in Early Childhood CC 226 - Music & Literature in Early Childhood	Master's degree in early childhood education or its equivalent and experience at the preschool level.

CRIMINAL JUSTICE (TRANSFER)

CRJ 100 - Introduction to Criminal Justice CRJ 103 - Juvenile Delinquency CRJ 107 - Introduction to Corrections CRJ 201 - Criminal Investigation CRJ 202 - Criminal Law CRJ 203 - Evidence & Criminal Procedures	Master's degree in the field or its equivalent and several years of successful work experience.

CRIMINAL JUSTICE (NON-TRANSFER)

CRJ 121 - Police Patrol & Services CRJ 124 - Investigative Photography CRJ 126 - Administration of Justice CRJ 226 - Police Community Relations CRJ 227 - Introduction to Criminalistics CRJ 228 - Criminal Justice Internship CRJ 229 - Criminal Justice Seminar	Master's degree in the field or its equivalent and several years of successful work experience.

MINIMUM QUALIFICATIONS BY COURSE

EDUCATION (TRANSFER)	
EDC 100 - American Public School EDC 200 - Educational Psychology EDC 202 - Child Development & Learning	Master's degree in Education or its equivalent and experience at several levels of education.
FOOD SERVICE (NON-TRANSFER)	
FS 120 - Applied Food Service Sanitation	Bachelor's degree in Home Economics or a related field. Illinois State Law requires certification for those teaching FS 120.
FIRE SCIENCE (NON-TRANSFER)	Illinois State Certified Firefighter II and several years of successful work experience.
HISTORY (TRANSFER)	
HIS 100 - History of Western Civilization I HIS 101 - History of Western Civilization II HIS 200 - United States History to 1865 HIS 201 - United States History from 1865	Master's degree in the field or its equivalent.
HOME ECONOMICS (TRANSFER)	
HOM 100 - Nutrition HOM 101 - Food Preparation HOM 102 - Family Living HOM 103 - Personal Development HOM 104 - Beginning Clothing HOM 105 - Clothing Construction	Master's degree in the field or its equivalent.
HOME ECONOMICS (NON-TRANSFER)	
HOM 120 - Nutrition for the Young Child	Master's degree in the field or its equivalent.

MINIMUM QUALIFICATIONS BY COURSE

POLITICAL SCIENCE (TRANSFER)	
PSI 100 - American National Government PSI 102 - State & Local Government PSI 200 - International Relations	Master's degree in the field or its equivalent.
POLITICAL SCIENCE (NON-TRANSFER)	
PSI 120 - Personal & Family Law	Master's degree in the field or its equivalent.
PSYCHOLOGY (TRANSFER)	
PSY 100 - General Psychology PSY 200 - Personality & Adjustment PSY 201 - Child Growth & Development PSY 205 - Human Sexuality	Master's degree in the field or its equivalent.
PSYCHOLOGY (NON-TRANSFER)	
PSY 110 - Industrial Psychology PSY 111 - Dieting: The Psychology of Losing It PSY 220 - Human Relations in the World of Work	Master's degree in the field or its equivalent.
SOCIAL SCIENCE (NON-TRANSFER)	
SSI 220 - American Institutions	Bachelor's degree in Social Science or its equivalent.
SOCIOLOGY (TRANSFER)	
SOC 100 - Introduction to Sociology SOC 200 - Social & Cultural Change	Master's degree in the field or its equivalent.

SECTION "I"

MINIMUM QUALIFICATIONS
FOR ACADEMIC SUPPORT
PERSONNEL AT I. V. C. C.

1. COUNSELORS
2. ASSISTANTS TO INSTRUCTION
3. LIBRARIANS

MINIMUM QUALIFICATIONS NEEDED TO PROVIDE ACADEMIC SUPPORT SERVICES

COUNSELORS	MASTERS DEGREE IN GUIDANCE AND COUNSELING, COUNSELORS EDUCATION, COLLEGE STUDENT PERSONNEL, OR RELATED COUNSELING FIELD. EXPERIENCE IN SUPERVISED PRACTICUM, INTERNSHIPS OR WORK EXPERIENCE IN COUNSELING IN AN EDUCATIONAL OR SOCIAL SERVICE AGENCY SETTING.
ASSISTANTS TO INSTRUCTION	BACHELORS DEGREE IN THE FIELD(S) THESE PERSONS WILL BE EMPLOYED TO SUPERVISE LABS FOR IS REQUIRED. TEACHING EXPERIENCE IS ALSO VERY DESIRABLE.
LIBRARIANS	MASTERS DEGREE IN LIBRARY SCIENCE (FROM AN AMERICAN LIBRARY ASSOCIATION (ALA) ACCREDITED SCHOOL.) EXPERIENCE IN LIBRARY SCIENCE WORK IS ALSO A REQUIREMENT.

SECTION "J"

MINIMUM QUALIFICATIONS TO TEACH IN OCCUPATIONAL SUBJECTS AT THE SHERIDAN CORRECTIONAL CENTER

Occupational Programs

There are four occupational certificate programs offered at the Sheridan Correctional Center by I. V. C. C. They are automotive, small engine, repair, beginning welding, and advanced welding.

Automotive and Small Engine Repair

The Bachelor's Degree is the desired minimum qualification needed in automotive and small engine repair. In addition, successful work related experience and/or teaching is also required for both instructional positions. Instructors teach in both classroom and lab situations and will be evaluated in both. The automotive instructor competency level is the same as for on campus.

Welding

Instructors in the welding instructional positions at Sheridan should have a minimum of three years industrial experience in the field of welding. Because of the predominance of one-on-one (instructor-to-student) laboratory work instruction in these positions, a degree is not a requirement. Instructors teaching only lab courses and are evaluated only in the laboratory.

The welding positions at Sheridan have different qualification levels required than the welding position on campus. (See Engineering, Physical Science, and Math Division for a cross reference.)

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